Classification Specification for Unclassified Service

Title: Associate Radiation Safety Officer

Pay Scale Group: 20

Essential Function
Under general supervision from a designated administrator, oversee the day-to-day technical operations of the Radiation Safety Office. Serve as second-in-command and act on behalf of Radiation Safety Officer in his/her absence.

Characteristic Duties

Direct the daily technical operations of the Radiation Safety Office.

Perform and provide supervision for human-use of radioactive material.

Act as liaison between the Radiation Safety Office and medical departments.

Ensure appropriate procedures to meet departmental needs and regulatory compliance (i.e., DOT, EPA, ODH and OSHA).

Evaluate and troubleshoot problems and make recommendations for improvement.

Oversee and facilitate training programs, develop and implement training schedule; update training courses, as needed.

Develop, review and update departmental policies.

Serve as member on various committees.

Review proposed regulations and evaluate impact on the University of Cincinnati Radiation Control & Safety Program.

Compile appropriate annual radioactive waste reports.

Keep abreast of current radiation safety regulations.

Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

Perform related duties based on departmental need.

Minimum Qualifications
Bachelor's degree in Health Physics or related field with five (5) years experience (Bachelor's degree in Physical or Biological Science requires an additional three (3) years experience). Experience must include at least three (3) years of supervision. Must also obtain within three (3) months of hire and maintain status requirements as outlined by the Ohio Department of Health Bureau of Radiation Protection.

Updated 8-12-14